



## JOB DESCRIPTION

Position Title: **Senior Planner**

Working Area: **Emergency Management**

Class Code: 5303      Exempt      EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional and technical work involving the review and inspection of Health Care Facilities, conducting training and developing emergency procedures and Emergency Management operations and functions.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Reviews on an annual basis the comprehensive emergency management plan for all residential health care facilities, adult congregate living facilities, nursing homes, hospitals, and other residential care facilities in Seminole County.

Assists facilities with the development of emergency management plans. Prepares and provides guidance for Local Mitigation Strategy and review.

Prepares and presents written and oral reports to County officials, government officials, governmental agencies, facility managers and the general public. Conducts research analysis and develops recommendations for appropriate action.

Confers and coordinates with facility managers, County officials, governmental officials, government agencies and the general public to obtain information necessary to develop, update and maintain emergency management plans for each facility. Will Function as Emergency Operations Center Manager during center activation's.

Serves as project coordinator for emergency plan development for all residential health care facilities, adult congregate living facilities, nursing homes, hospitals, and other health care facilities in Seminole County.

Assists the Emergency Management Division with coordinating emergency services related to health care facilities, and coordinating emergency services for people with special needs and special needs shelters during natural or technological disasters.

Coordinates and assists the Emergency Management Division with presentations to health care groups and facilities requesting information and training for disaster preparedness.

Initiates and effectively recommends for final approval by the department director, for hiring, termination, performance evaluations, disciplinary and commendatory action for assigned personnel. Provides input to supervisor on the performance of personnel assigned to special projects in this area. Assists in the preparation of annual budget, EMPA grant, and 5-year strategic plan for Department of Emergency Management.

Maintains a current list of facilities and information regarding each health care facility as outlined in the Florida Administrative Code rule 9G-20. Maintains records of plan reviews, inspections, and fee assessments for program.

Maintains records for all residential health care facilities, adult congregate living facilities, nursing homes, hospitals, and other residential health care facilities in Seminole County.

Inspects and maintains records for all residential health care facilities, adult congregate living facilities, nursing homes, hospitals, and other residential health care facilities in Seminole County.

Performs other duties as assigned or as may be necessary.



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**Minimum Qualifications**

Knowledge of Federal, State, and Local regulations pertaining to emergency management planning for residential health care facilities, adult congregate living facilities, nursing homes, hospitals, and other residential health care facilities. Knowledge of the principles and practices for emergency management planning. Knowledge of training methodologies and techniques.

Ability to develop and maintain emergency management plans. Ability to plan, review, develop and present training programs and makes presentations to a variety of groups and medical personnel. Ability to review, develop and interpret emergency management plans for deficiencies and specifications requirements. Ability to communicate effectively both orally and in writing. Ability to present recommendations in a clear and concise manner. Ability to use computer equipment and related software. Ability to train health care personnel on disaster preparedness methods, techniques and procedures. Ability to use a personal Computer and associated software. Ability to efficiently operate all equipment in the Emergency Operations Center.

Associates Degree and five (5) years' experience in Emergency Management or Public Safety Administration. IAEM Certification is preferred.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Must possess and maintain a valid Florida Driver's License.

Must obtain within one year of employment the FEPA certification for Emergency Manager.

**Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking. During emergency conditions this position may be exposed to a variety of environmental conditions as well as hazards associated with a disaster.